

**California Commission  
on  
Health and Safety and Workers' Compensation**

**MINUTES OF MEETING**

Meeting Day and Date: Thursday, March 9, 1995

Meeting Location: State Building  
107 South Broadway  
First Floor Auditorium, Room 1138  
Los Angeles, California

Commission Members present:

Chairman Robert B. Steinberg  
Commissioner Leonard McLeod  
Commissioner Tom Rankin  
Commissioner Kristen Schwenkmeyer  
Commissioner Gregory Vach

Commission Members absent:

Commissioner Jim R. Green  
Commissioner James Hlawek  
Commissioner Gerald O'Hara

Commission Staff present:

Christine Baker, Executive Officer of the Commission

*Welcome and Announcements*

The meeting was called to order at 10:10 AM by Chairman Robert B. Steinberg.

*Adoption of Minutes*

Chairman Steinberg asked for a motion regarding the minutes of the Commission meeting on February 9, 1995, which had been submitted for approval by Christine

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Baker. Commissioner Rankin moved that the minutes be adopted, Commissioner McLeod seconded the motion, and the motion was carried by unanimous vote of the Commission members present.

*Executive Officer's Report on Proposed Studies or Projects*

Chairman Steinberg called upon Executive Officer Christine Baker to present her status report on the proposed Commission projects.

- Issue an annual report on the state of the California workers' compensation system, including recommendations for administrative or legislative modifications which would improve the operation of the system, pursuant to Labor Code Section 77(a).

Status: Ms. Baker noted that staff have been receiving suggestions and ideas from Commission members to be included in the Commission Annual Report. The Commission staff is outlining and gathering information to include in the report.

Commissioner Vach asked when the Commission could issue its Annual Report and Ms. Baker responded that it could possibly be done by July 1, 1995. Ms. Baker pointed out that although the Commission was started in January 1994, it did not meet until July 1994. Therefore, the first year of the Commission's operation would conclude July 1995. Chairman Steinberg observed that July 1, 1995 would be an appropriate date for the report, if the Commission could put it together by that time.

- Review for approval a proposal by the Administrative Director of the Division of Workers' Compensation as required by Labor Code Section 4660 to change the standard disability ratings.

Status: Ms. Baker stated that DWC Administrative Director Casey L. Young reported on this project at the February 1995 meeting. Commission staff will continue to monitor the progress of the Division of Workers' Compensation's project to change the Permanent Disability Rating Schedule. Ms. Baker stated that DWC was testing the proposed PDRS. First, they will create a selected sample of cases that were rated under the current PDRS, then do a blind rating using the proposed PDRS, and then will evaluate the differences between the current and proposed PDRS.

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- Consult with the Administrative Director of the Division of Workers' Compensation, as required by Section 139.2(o) of the Labor Code, on the adoption of regulations prohibiting a Qualified Medical Evaluator (QME) from requesting or accepting any compensation or other thing of value from any source that does or could create a conflict with the QME's duties as a medical evaluator.

Status: Ms. Baker noted that Casey L. Young had reported on this at the last meeting and that the Commission was still awaiting action by the Division of Workers' Compensation. Commissioner Vach remarked that, at the February 9, 1995 Commission meeting, he understood DWC Administrative Director Casey L. Young to say that he was not going any further with the adoption of regulations than what he has already proposed, because he feels that he has done all he could do. Chairman Steinberg stated that he will send a letter to Casey L. Young to clarify Mr. Young's position in this matter.

- The Commission's grant program to assist industrial injury prevention programs.

Status: Ms. Baker reported that the Commission staff has set up a lending library to distribute the finished products of the various grant projects funded by this Commission and the previous Health and Safety Commission. The Grant Product Availability Catalog has been updated to include the 1994 grant recipients. As the Commission decided at its February 9, 1995 meeting, the videos and written materials are being sent out for duplication and distribution.

- The experience of the injured worker with the California workers' compensation system.

Status: At its January 1995 meeting, the Commission voted to proceed to contract with UC Berkeley's Labor Occupational Health Program (LOHP) to evaluate information services provided to injured workers by the California state agency and other case parties and organizations. Ms. Baker reported that an interagency agreement is in process and will be submitted by DIR to the University of California and then to the Department of General Services for approval. A request to expedite the approval of this agreement has been made.

LOHP is developing an advisory committee for the study of the experience of the injured worker with the California workers' compensation system. They have suggested that the advisory committee include:

- Information and Assistance officers from DWC
- Other representatives from DIR

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- Labor union representatives
- Unrepresented workers
- Applicant and defense attorneys
- Employer and insurance company representatives

Ms. Baker advised that the Labor Occupational Health Program would appreciate any suggestions or recommendations from Commission members regarding the advisory committee.

Chairman Steinberg asked if LOHP wanted specific suggestions for the advisory committee. Commissioner Vach suggested that the Commission members recommend various organizations and groups, which could then select their own representatives. Chairman Steinberg asked Ms. Baker to circulate a list to Commission members for input.

- The impact of Vocational Rehabilitation reform on California's workers' compensation program.

Status: Ms. Baker reported that she has been meeting with UC Berkeley's Data/Survey Research Center as well as other vocational rehabilitation advisory groups to refine the proposal further and detail the costs.

A revised draft of the Vocational Rehabilitation Reform Evaluation proposal was developed and distributed to the Commission members. The major revisions include:

- An expanded section on "evaluation".
- An expanded section on "scope of work", including detailed descriptions of the types of analysis, context and adjustments, and analysis of DWC electronic data bases.
- A change in the "records comparison" component of the project whereby pre-reform cases with dates of injury occurring in 1992 and 1993 are selected, rather than cases with dates of injury from 1990 through 1993. This new time frame approximates the economic conditions of the present day and, because the data is more recent, it may be easier to obtain additional information on the injured worker.
- A new section discussing the linkage to outside data bases.

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- Changes to the sizes of the samples of vocational rehabilitation cases:
  - The pilot records study will sample 100 cases each from pre-reform and post-reform, instead of 250 cases from each.
  - The full-scale records comparison will sample 1,500 records instead of 5,000.
  - The full-scale survey will sample 250 pre-reform and 500 post-reform cases, instead of 1000 cases of each.
- Cost estimates for the revised project draft are \$108,500 for Year 1, \$128,500 for Year 2, and \$108,500 for Year 3. The total estimated cost of \$345,500 over a three-year period includes a 21.7% charge for University overhead. The Commission is requesting an exemption to such overhead charges.

Ms. Baker announced that Frank Neuhauser of UC Berkeley was present and available to answer questions on the project.

- The impact of the elimination of the California Minimum Rate Law on California's workers' compensation program.

Status: Ms. Baker stated that Commission staff are currently doing background research on this project in order to develop a proposal to study this area.

- The impact of the Medical/Legal reform on California's workers' compensation program.

Status: Ms. Baker said that the Commission staff has been meeting with staff of the Division of Workers' Compensation and with UC Berkeley's Data/Survey Research Center to develop a proposal for this project also. A draft proposal has been distributed to the Commission members.

The total costs for this project are \$12,740. The analysis will be based on a data set created by the Workers' Compensation Insurance Rating Bureau. The timeline for this project is nine months.

WCIRB collects and has published information on medical legal costs. The proposal will take advantage of such data collection by the WCIRB and add a few additional data elements to the collection. This study will allow the Commission to assess the changes in frequency and cost by type of requester, by

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type of evaluator (treating physician or QME), by specialty and also look at these changes by region.

This analysis will provide the Commission with information regarding the method by which WCAB cases are resolved -- Compromise and Release, Stipulated award; take nothing; finding and award; dismissal; or voluntary payments. This assessment would also be able to determine if a request for medical evaluation is made by the injured worker, the employer/carrier or the Agreed Medical Examiner or Independent Medical Examiner.

Medical costs by calendar year and or by the elapsed time from the injury date could also be determined. From the study, we could also get a break down of whether or not an injured worker is represented by an attorney, and determine if this affects the cost per case of the medical legal exams, if it affects the specialty of provider of exams and whether or not the reforms had any different impacts on represented and unrepresented cases.

- The delays in the timely provision of permanent disability ratings to injured workers.

Status: At the February 1995 meeting, DWC Administrative Director Casey L. Young reported on the status of the summary ratings backlog and DWC's actions to remedy the situation. Mr. Young suggested that the Commission take another look at the summary rating backlog problem in June or July 1995.

- A Comparison between the current Industrial Injury Prevention Programs in California and those in other states

Status: Ms. Baker stated that the Commission staff has begun to collect such data from various states as contact is made with other programs.

- The Existing Workers' Compensation laws

Status: Initially, the Commission staff proposed establishing a task force or study group to make recommendations as needed for changes to the law, regulations, and operational procedures. DWC Administrative Director Casey L. Young has since advised Christine Baker that he intended to bring together a task force and carry this project out himself.

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Ms. Baker reported that she accepted an invitation to participate in an initial meeting with DWC and several workers' compensation interest groups on February 22, 1995. The goals of the meeting were to:

- Identify areas of unnecessary complication in the workers' compensation system.
- Develop an approach to constructing solutions.

The following areas of concern were identified by the meeting participants:

- Labor Code Sections 4061 and 4062, which deal with medical evaluation of permanent impairment and limitations, need to be reviewed and rewritten.
- The Benefit Notice program needs to be streamlined and simplified.
- The procedures in the DWC district offices need to be standardized and enforced.
- Permanent disability ratings from the DWC Disability Evaluation Unit need to be objective and issued timely.
- The Division of Workers' Compensation needs to increase its focus on the delivery of proper benefits to injured workers on a timely basis.
- Reimbursement procedures for medical service costs need to be simplified and streamlined.
- Inconsistencies in the medical bill review process need to be corrected.
- The interpreter's fee issue needs to be reviewed.
- The WCAB needs to review the venue issue.
- The lien procedures need to be addressed.
- The dispute resolution process needs to be simplified. Settlements that are agreed to by all parties should be expedited.
- Parameters for the certification of claims examiners need to be developed.
- The number and complexity of DWC forms need to be reduced.

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At the conclusion of the meeting, two committees were formed -- one to deal with the claims processing issues and the other to address the adjudication process.

Commissioner Vach requested that the Commission staff provide the members with a listing of the Claims Processing and Adjudication committees of Mr. Young's Task Force. Chairman Steinberg asked Ms. Baker to monitor and provide ongoing reports on the activities of the Task Force. Chairman Steinberg also said that the Commission should hear from Mr. Young about the Task Force from time to time as well.

- Universal Information System for Workers' Compensation

Status: DWC Administrative Director Casey L. Young apprised the Commission on the progress of the development of a Universal Information System for workers' compensation during the February 1995 Commission meeting.

The IAIABC EDI<sup>1</sup> project meetings will be ongoing and held approximately every other week. Commission staff will monitor the progress of this project. Mr. Young hopes to reach a conclusion by May 1, 1995. A report is due to the Legislature on July 1, 1995 as which time Mr. Young is planning to ask for funding to carry the project out.

Commissioner Vach asked what the cost would be for Mr. Young's proposed Information System. Ms. Baker replied that DWC needs to conduct a feasibility study of the project and that the costs would be detailed in the Feasibility Study Report.

- Workers' Compensation Programs in Other States

Status: This topic was discussed at the February 9, 1995 Commission meeting. Chairman Steinberg had suggested then that the Commission give this issue further thought and address it at this meeting. As Ms. Baker previously reported, the Commission staff have estimated travel costs to other states as well as the possibility of hosting a symposium in California.

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<sup>1</sup> International Association of Industrial Accident Boards and Commissions Electronic Data Interchange



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- The impact of the elimination of the California Minimum Rate Law on California's workers' compensation program.

Status: Ms. Baker stated that Commission staff are currently doing background research on this project in order to develop a proposal to study this area. At the February 1995 Commission meeting, Ed Woodward, President of the California Workers' Compensation Institute, said that he would be willing to make a report at this meeting.

*Recommendations for Project Funding*

Chairman Steinberg stated that he believed that there were three or four project areas that the Commission should focus on and possibly fund:

- The UC Berkeley study of Information Services to Injured Workers. The Commission voted at the January 1995 meeting to commit approximately \$137,000 to fund this project.
- The proposed Vocational Rehabilitation project. UC Berkeley's Data/Survey Research Center has developed a draft proposal. The total estimated costs of the project are \$108,500 for the first year, \$128,500 for the second year and \$108,500 for the third year, for a total of \$345,500 over a three-year period.
- The proposed Medical/Legal project. A draft study proposal, which is estimated to cost about \$12,740 per year, has been developed by UC Berkeley's Data/Survey Research Center.
- The impact of the elimination of the minimum rate for workers' compensation premiums. Background research is being done by Commission staff so that a study proposal may be formulated.

*Discussion on the Elimination of the California Minimum Rate Law*

Chairman Steinberg remarked that, while the open rating issue is important, other entities such as the Department of Insurance, the Workers' Compensation Insurance Rating Bureau (WCIRB) and CWCI are already studying the impact of the elimination of the minimum rate. He questioned to what extent the Commission would want to get involved with the open rating issue at this point.

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Chairman Steinberg requested that Ed Woodward, President of CWCI, present his report on the elimination of the California Minimum Rate Law.

Mr. Woodward began his remarks by stating that it was very difficult to tell what impact the elimination of the Minimum Rate Law has had on the workers' compensation system. Since it took effect on January 1, 1995, only those policies that have been renewed in January, February and March have been affected. The only information available now is anecdotal.

Mr. Woodward reported that the Workers' Compensation Insurance Rating Bureau (WCIRB) plans to gather evidence of rate changes and hopes to have a preliminary estimate by June 1995.

He said that other states such as Oregon and Michigan have had "turbulent transitions", whereby workers' compensation premium rates have been volatile -- first going down then going up. He estimated that it took two years for the rates to shake out and stabilize.

Mr. Woodward noted that there were many changes to the California workers' compensation program in 1993, including the Loss Control certification process, the "Employers' Bill of Rights", and various court cases, and observed that there are many contradictory pressures on workers' compensation carriers right now. He estimated that in two years, workers' compensation premium rate levels and costs could be analyzed but that there was not much correlation between costs and premium rates now, unfortunately.

Chairman Steinberg asked Mr. Woodward for his opinion on what the Commission should study now since there are other areas that need the Commission's attention. Mr. Woodward responded that the Department of Insurance was looking at workers' compensation premium rate lines and recommended that the Commission focus on other areas for now. He stated that CWCI was willing to help the Commission make recommendations to fix the workers' compensation system.

Chairman Steinberg recommended that the Commission not commit any financial resources to a study at this time. He further stated that Commission staff could take a look now at how other states that have open rating are doing.

Commissioner Rankin commented that he was concerned with the impact of the elimination of the minimum rate on two areas and recommended that the Commission monitor them:

- The claims adjusting process. The Commission could determine if insurance companies have laid off adjusters in proportion to the number of claims.

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- Loss Control Services. The Commission could determine if insurance companies have eliminated loss control services as a way of saving money to make up for cuts in the premium.

Commissioner Vach recommended that the Commission utilize DWC Audit Unit staff as a source of information since they are in contact with carriers and claims adjusters and are therefore in a position to see if there are problems in the claims administration area over and beyond those for which penalties are assessed. Christine Baker noted that a comparison could be made of the number of claims per examiner before and after the elimination of the minimum rate.

Ed Woodward commented that there are many factors that may mask the findings. One is the large increase in the cost of administering and adjusting claims today. Even though the numbers of litigated claims have gone down, insurance companies are facing increased numbers of appearances before the WCAB that is costing more. Mr. Woodward said that such anomalies are affecting the workers' compensation system and he encouraged the Commission to look at these as well.

*Discussion on the Role of the Commission*

Chairman Steinberg added that he understood Ed Woodward to say that the Commission should act as an oversight body on some of these issues. Mr. Woodward responded that his interpretation of the Commission's role was to evolve ultimately into an oversight body.

The role of the Commission was brought up earlier in the meeting during the discussion about DWC Administrative Director Young's Task Force to study the existing workers' compensation laws and the extent to which the Commission should be involved in the issues raised by the Task Force. Commissioner Vach had reported that when he was giving a speech before the California Self Insurers Association, he was asked if the Commission had oversight responsibility for the administrative side of the workers' compensation system. He responded that he thought it was clearly part of the intent of the law establishing the Commission.<sup>2</sup>

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<sup>2</sup> Senate Bill 1005 added Sections 75 through 78 to the California Labor Code that established the Commission on Health and Safety and Workers' Compensation. Labor Code Section 77(a) states in part: "The commission shall issue an annual report on the state of the workers' compensation system, including recommendations for administrative or legislative modifications which would improve the operation of the system."

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*Discussion on the Proposed Vocational Rehabilitation Project*

Chairman Steinberg called upon Frank Neuhauser of UC Berkeley's Data/Survey Research Center to report on the draft proposal for the Vocational Rehabilitation project.

Commissioner Rankin asked about the cost of the vocational rehabilitation project. Christine Baker said that if the Commission so chose, it could commit to funding the project for the first year at this point and fund the other two years at a later time. She said that funding for the second year of the study would have to be committed fairly quickly due to the state budget cycle and contracting process.

Commissioner Vach expressed concern that the vocational rehabilitation system may change over the three years of the proposed project. Commissioner Rankin added that this concern could apply to any study the Commission is doing because the whole workers' compensation system may change.

Chairman Steinberg asked if the study could be redesigned if this were to occur. Mr. Neuhauser responded "yes" and explained that this was possible because the kinds of things being tested in the study are more general than specific. He added that during the first year, the project would build a base line of data to be used to judge the impact of the reform. This data could also be used as a comparison to assess the effect of any subsequent changes to the vocational rehabilitation system.

The Commission members continued to discuss technical aspects of the proposed project, including the measurement of post-vocational rehabilitation earnings. Mr. Neuhauser said that it was important to follow up on earnings for at least a year after the injured worker has returned to work.

Mr. Neuhauser stated that getting earnings data from the Employment Development Department (EDD) would assist in that regard. An electronic link to EDD's data bases is the preferred method and this would require a formal request from the Commission. Once the request is granted, UC Berkeley would work with EDD to negotiate the contract and deal with confidentiality issues.

Commissioner Rankin moved that the Commission fund the first two years of the proposed Vocational Rehabilitation project and evaluate at a future time whether to fund the third year. Commissioner Vach seconded the motion and the motion was approved unanimously by the Commission members present.

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*Discussion on the Proposed Medical/Legal Project*

Carlyle Brakensiek of the California Society of Industrial Medicine and Surgery (CSIMS) offered the following comments and suggestions regarding the draft Medical/Legal project proposal.

- The analysis of the cases could include a breakdown, not only by northern and southern California, but also by DWC district office.
- The medical/legal costs on those cases could be broken down by specialty. Specify that "initial comprehensive evaluations", not "supplementals" or "reevaluations", are going to be studied.
- The analysis of medical/legal cost data should exclude or treat differently the costs for "diagnostic studies", which are not considered to be medical/legal costs.
- There is ambiguity concerning the term "date of service", which could mean either the date the physician sees the patient or the date that the physician writes the report. Mr. Brakensiek suggested the study could look at the date the bill was paid and analyze the lag in the payment of bills for medical/legal services.
- A major reform was the expansion of the use of treating physician reports in the dispute resolution process and the Industrial Medical Council has collected data regarding the quality of those treating physician reports. Mr. Brakensiek claimed that up to 50% of treating physician reports submitted last year were not ratable.<sup>3</sup> Mr. Brakensiek suggested that the Commission obtain this data from the IMC and further stated that employers should not have to pay for unratable treating physician reports.

Commissioner Vach responded that what Mr. Brakensiek said about the quality of treating physician reports may very well be an issue that the Commission might want to consider.

Mr. Brakensiek stated that he concurred with the Commission and Mr. Woodward in that the Commission has a broad oversight function and that he believes this issue would fall under its scope.

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<sup>3</sup> "Not ratable" means that the report cannot be utilized in conjunction with the Permanent Disability Rating Schedule to determine a percentage rating of the extent of permanent disability.

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Christine Baker stated that a review of the quality of treating physician reports should be a separate proposal and that it could probably be done. Ms. Baker said that she has been discussing several issues with the IMC that they are interested in having the Commission review. She stated that she would be meeting next week with Susan McKenzie, the new executive medical director of the Industrial Medical Council, and would request the treating physician report data.

Commissioner McLeod suggested that a representative from the IMC be asked to address the Commission.

Frank Neuhauser of UC Berkeley said that a redesign of the survey component of the proposed study could deal with the Mr. Brakensiek's concerns regarding the initial examination by the treating physician. Mr. Brakensiek stated that in years past, Form 76 was used for the initial evaluation only.

Commissioner Vach stated that he believed that a diagnostic test may be a part of the medical/legal process. Mr. Brakensiek said that he suggested that the Commission treat costs of diagnostic tests differently or break them out because diagnostic tests are on the treatment fee schedule, not the medical-legal fee schedule.

Mr. Neuhauser said that he will modify the study design to separate out the costs of diagnostic tests if it simple to do so, but, if there is too much opposition from the WCIRB, this may not be possible to do.

Frank Neuhauser also remarked that it would be very difficult to relate a case to a specific DWC district office because the Workers' Compensation Insurance Rating Bureau was willing to provide data only if individual cases are not identified.

Chairman Steinberg said that the Commission needed to move ahead on this subject and that he was inclined to do so, hoping that some of the suggested refinements to the proposal can be accomplished within time and budget.

Commissioner Rankin moved that the Commission fund the proposed Medical/Legal study. Commissioner Schwenkmeyer seconded the motion. The motion passed 4 to 1; Commissioners McLeod, Rankin, Schwenkmeyer, and Steinberg voted aye, Commissioner Vach voted nay, and Commissioners Green, Hlawek, and O'Hara were absent.

*Public Comments*

Chairman Steinberg asked if there were any public comments. There was no reply.

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*Managed Care*

After a ten minute break in the meeting, Chairman Steinberg referred to a letter from Commissioner Vach regarding the managed care issue. The letter was included in the information packet prepared for the Commission members before this meeting. Commissioner Vach stated that he reread his letter and wanted to restate the first sentence of the second paragraph to reflect his views more accurately. It should state that "*assuming the employee has no choice of managed care plan to go into*, the biggest problem for labor has been the fear of both inadequate care and inappropriately early return to work." Commissioner Vach said he believed that the Commission should address the managed care issue in some manner.

Chairman Steinberg requested that Commission staff look into the matter of managed care, HCOs and the certification process and report back before the next meeting.

Christine Baker said that there is an oversight hearing scheduled for March 27, 1995, and that she will attend and report to the Commission before the next meeting.

*Comparison with Other States*

Chairman Steinberg addressed the project of comparing California's workers' compensation system to those of other states. Christine Baker suggested that the Commission could employ graduate students on a temporary basis to assist the Commission staff in performing this function.

Commissioner Vach said that the Chamber of Commerce has developed a tabular display showing the differences among the states, but it does not include costs. He suggested that the Commission could make its own table using cost data from the National Council on Compensation Insurance (NCCI). This would assist the Commission in deciding which states to examine closely.

With respect to the idea of hosting a symposium in California with representatives from throughout the nation, Chairman Steinberg requested that Ms. Baker give further thought to an agenda, and report back.

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*Cal-OSHA Targeted Inspection Program*

Commissioner Rankin reported that there was a new bill pending before the Legislature that would set up an advisory committee to make recommendations on the Cal-OSHA Targeted Inspection program. AB 452 - Cal-OSHA Targeted Inspection and Consultation Fund: Advisory Committee was introduced by Assembly Member Escutia on February 16, 1995.

Christine Baker said that she would obtain and send the Commission members a copy of the bill.

*Commission Annual Report*

Chairman Steinberg initiated discussion of the Commission's Annual Report, saying that the Commission is sort of feeling its way through its mandate. He stated that the report should contain a description of what the Commission has been doing -- the studies contracted and the grants awarded.

Commissioner Vach said that the annual report could also identify the Commission's areas of concern such as ergonomics, managed care, and the permanent disability ratings issue. Chairman Steinberg responded that every one of the problems identified by Administrative Director Casey L. Young's Task Force are concerns of the Commission. (See the Executive Officer's report on "Existing Workers' Compensation Laws" for the listing of concerns.)

*Other Business*

Commissioner Vach reported that Senator Steve Peace's oversight committee -- The Joint Committee on Workers' Compensation -- has been funded through 1997. Chairman Rankin said that the action may be amended so that the Committee would be funded for a shorter time.

Chairman Rankin observed that the Commission has a distinct function from that of Senator Peace's Committee. He said that the Legislature created the Commission to come up with more objective data, which the Commission is trying to do through these studies.



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*Future Meetings*

The next meeting of the Commission will be held at 10 am on Thursday, May 11, 1995, in room 1194 on the first floor of the San Francisco State Building located at 455 Golden Gate Avenue.

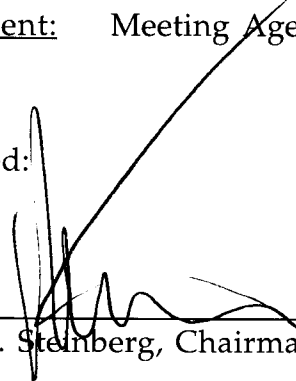
The Commission meeting originally scheduled for Thursday, April 13, 1995, has been cancelled.

*Adjournment*

A motion to adjourn the meeting was made by Commissioner McLeod, seconded by Commissioner Schwenkmeyer and passed unanimously. The meeting was adjourned at 12:17 PM by Chairman Robert B. Steinberg.

Attachment: Meeting Agenda

Approved:

  
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Robert B. Steinberg, Chairman      Date

Respectfully submitted,

  
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Christine Baker, Executive Officer